

PROCUREMENT TOOLBOX

A COMPREHENSIVE GUIDE TO EMERGENCY
PROCUREMENT **INCLUDING** FEMA GRANT DOLLARS

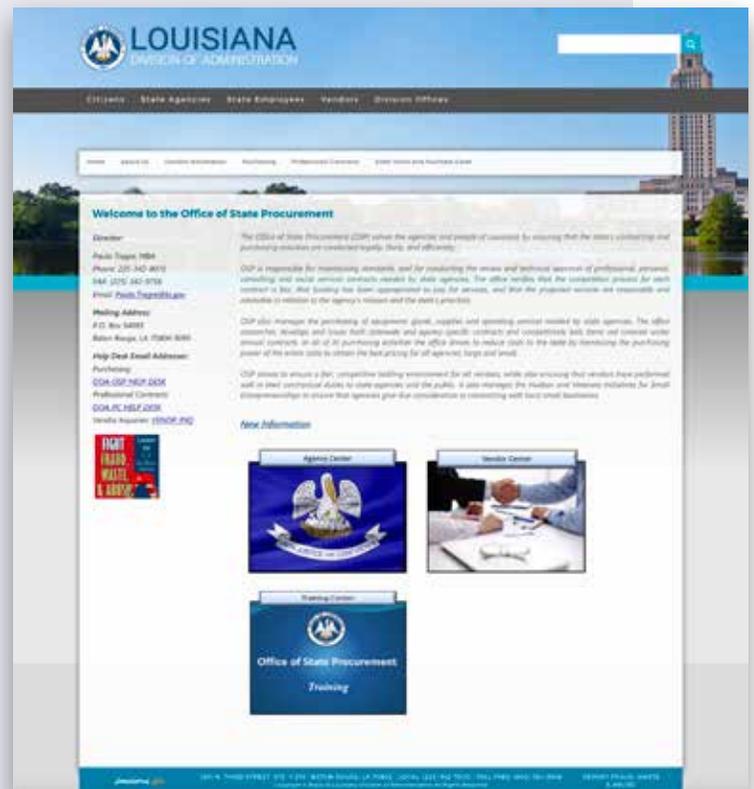


STATE APPLICANTS



HELPFUL INFORMATION ABOUT LOUISIANA EMERGENCY PROCUREMENT

This information is available on the Office of State Procurement's (OSP) website homepage at www.Procurement.la.gov. We suggest printing this information prior to an anticipated catastrophe (i.e., hurricane, tornado, flood, etc.). Every effort will be made to keep the information current. Hyperlinks are found throughout this document, and we suggest printing and reviewing each. For FEMA related issues, contact the Governor's Office of Homeland Security and Emergency Management (GOHSEP) at www.gohsep.la.gov.





INTRODUCTION LETTER FROM THE GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) and THE OFFICE OF STATE PROCUREMENT (OSP)

Dear Procurement Stakeholder,

When a disaster occurs, its magnitude may overwhelm the resources of State agencies. Multiple disasters occurring in a short period, such as the severe storms and flooding that occurred in Louisiana in 2016-2017, require state employees to perform significant additional recovery work in addition to their normal duties.

Disaster assistance is available to State agencies through grants from the **Federal Emergency Management Agency (FEMA) Public Assistance (PA)** program following a Presidential Disaster Declaration. Funding received from this program is administered in Louisiana by the **Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)**. For state employees, GOHSEP recognizes how tracking and following the large body of **federal law, regulation and policy** can be a daunting task.

As a result of the complex rules governing procurement and the negative financial consequences of improper procurement practices, GOHSEP, in partnership with the **Office of State Procurement (OSP)**, has dedicated significant resources to conduct education training programs to address these procurement issues. GOHSEP has complemented its education training programs by producing the **Procurement ToolBox: Comprehensive Guide to Emergency Procurement, Including FEMA Grant Dollars** for State Applicants. The ToolBox can be downloaded here: <http://gohsep.la.gov/RESOURCES/OVERVIEW/PUBLICATIONS>.

As you familiarize yourself with this ToolBox, you will see that disaster procurement for State agencies does not require a significant change to normal practices. When it involves FEMA dollars, State agencies must follow the same policies and procedures they use for normal non-FEMA procurement, EXCEPT State agencies must also comply with procurement of recovered materials per 2 CFR §200.322 and ensure that every purchase order and other contract includes all clauses found in 2 CFR §200.326 and applicable regulations in 2 CFR §200.317. These regulations are further explained in this guide.

This Toolbox includes information needed on both FEMA procurement and emergency procurement for State agencies. Additionally, a film series in conjunction with the written materials has been produced and can be found at the link provided above.

We trust that you will find the Procurement ToolBox instructive and helpful regarding procurement under FEMA grants and emergency situations. With the right education and preparation, FEMA's Federal Assistance program can help your agency achieve the new normal after a disaster.

As always, GOHSEP and OSP stand by to assist you through the Public Assistance program. You may contact the GOHSEP legal team at any time by emailing gohseplegal@la.gov or OSP at DOA-OSPhelpdesk@la.gov.





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FEMA Reimbursement Information

CONTACT INFORMATION

FEMA Main Office Number:	1-800-621-FEMA (1-800-621-3362)
Website:	www.fema.gov

If the Federal Emergency Management Agency (FEMA) will be involved in reimbursement of costs, the following may apply:

- **FEMA maintains a list of maximum allowable costs** for reimbursement for emergency work under the Public Assistance (PA) program. Information is available at <http://www.fema.gov>. FEMA restrictions will apply for reimbursement eligibility.
- **FEMA recognizes other cooperative agreements** between Federal, State and local governments. FEMA prohibits the use of State, local or tribal geographical preferences in the evaluation of bid proposals. FEMA allows geographical preference for Architectural and Engineering (A/E) contracts. The only allowable preferences when awarding FEMA funded projects are those specifically mandated by State law. All other preferences are not allowed and are considered a limitation to competition.
- Photos may help support reimbursement applications.
- **FEMA normally requires** that some type of competition takes place, and that prices are fair and reasonable. States are allowed to follow their own established procurement procedures.
- **FEMA often recommends rental over purchase** of large equipment to satisfy emergency needs. **NOTE:** The Office of State Procurement currently maintains several large equipment contracts (*i.e.*, Industrial Limited, or Construction-type equipment, such as excavators, dozers, forklifts, etc.); however, these contracts are for purchase only.
- **FEMA requires certain clauses** to be included with any contract in order to obtain reimbursement. **NOTE:** The non-Federal entity alone is responsible for ensuring that all language included in their contracts meets the requirements of 2 CFR §200.326 and 2 CFR Part 200, Appendix II.
- For disaster-related grants, such as funding for Public Assistance (PA) and the Hazard Mitigation Grant Program (HMGP), the effective date is dependent on the issuance of the *Presidential Declaration*. For non-disaster grants, such as funding for Pre-disaster Mitigation Assistance (PDM) and Flood Mitigation Assistance (FMA) and Preparedness grants, the effective date is dependent on the date the grant award is issued.
- While FEMA allows States to follow their own procurement policies, you are still required to comply with 2 CFR 200.322, Procurement of Recovered Materials. You can contact GOHSEP if you have any questions about this.





All **FEMA-funded Contracts** must include the following contract clauses:

Governing regulations for procurement are dependent upon the type of grant received.

CONTRACT CLAUSE	GRANT AWARDS OR PRESIDENTIAL DECLARATION BEFORE 12/26/2014		GRANT AWARDS OR PRESIDENTIAL DECLARATION ON OR AFTER 12/26/2014	APPLICATION
	44 CFR	2 CFR	2 CFR 200	
Equal Employment Opportunity (EEO)	13.36(i)(3)	-	-	All construction contracts awarded in excess of \$10,000 .
	-	215 Appendix A(1)	-	All contracts.
	-	-	Appendix II(C)	All construction contracts.
Compliance with Reporting Requirements	13.36(i)(7)	215.51 – 52	200.32 – 329	Contracts and/or grants must include the Subrecipient (Applicant) responsible to provide the required reports, <i>i.e.</i> program performance, financial and progress reports.
Byrd Anti-Lobbying Amendment	-	215 Appendix A(7)	Appendix II(I)	Contractors that apply or bid for a contract must certify that it will not and has not used any Federal funds to influence an employee or member of Congress in obtaining any Federal award.
Access to Records	13.36(i)(10)	215.53	200.336	Allows the Federal government, the Recipient (Grantee) or Subrecipient (Applicant) access to a contractor's records. Subrecipient (Applicant) must include this provision in their contract stating this requirement by the contractor.
Retention of Records	13.36(i)(11)	215.53	200.333	Where applicable, contract clause requiring the Subrecipient (Applicant) retain all records for <i>at least</i> three (3) years from the date of the State's final expenditure report closing the disaster and a contractor to retain records for three (3) years after the termination date of the contract. Note: There are some instances where records will need to be maintained for longer than three (3) years related to (Telecomm, IT, RFP, Labor & Material, files etc.). The State is subject to Audit under the <i>Stafford Act</i> for up to three (3) years after the closure of the entire disaster grant.
Energy Efficiency	13.36(i)(13)	215.44(a)(3)(vi)	-	Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan (La. R.S. 40:1730.49).





CONTRACT CLAUSE	GRANT AWARDS OR PRESIDENTIAL DECLARATION BEFORE 12/26/2014		GRANT AWARDS OR PRESIDENTIAL DECLARATION ON OR AFTER 12/26/2014	APPLICATION
	44 CFR	2 CFR	2 CFR 200	
Prohibition of Awards to Debarred + Suspended Parties	13.35	215 Appendix A(8)	Appendix II(H)	Subrecipient (Applicant) must require and contractor must make a declaration that the contractor, its principles or affiliates (Subcontractors), are currently not disqualified as a result of debarment or suspension. The two (2) places you should check are: <ul style="list-style-type: none"> • www.lslbc.louisiana.gov • https://www.sam.gov/SAM
Procurement of Recovered Materials	13.36(i)(12)	215.16	Appendix II(J) See 200.322	This does not apply to Tribes and private nonprofits (PNPs). It only applies to local and State government entities and their contractors if work involves the use of materials.
Bonding Requirements	13.36(h)	215.48(c)	200.325	Contracts for construction or facilities improvement in excess of the simplified acquisition threshold (SAT). The bonding requirements include: <ul style="list-style-type: none"> • Bid guarantee; • Performance bond; and • Payment bond.
Copeland Anti-Kickback Act	13.36(i)(4)	-	Appendix II(D)	All construction or repair contracts.
	-	215 Appendix A(2)	Appendix II(D)	All construction or repair contracts in excess of \$2,000 .
Termination for Cause + Convenience	13.36(i)(2)	215.48(b)	Appendix II(B)	Applies to all contracts in excess of \$10,000 .
Administrative + Legal Remedies for Violation or Breach of Contract	13.36(i)(1)	215.48(a)	Appendix II(A)	All Contracts <i>greater</i> than the SAT.
Contract Work Hours + Safety Standards Act	13.36(i)(6)	215 Appendix A(4)	-	Construction contracts <i>greater than</i> \$2,000 and for other contracts <i>greater than</i> \$2,500 where mechanics and laborers are employed.
	-	-	Appendix II(E)	All construction contracts <i>greater than</i> \$100,000 where mechanics and laborers are employed.
Clean Air Act + Clean Water Act	13.36(i)(12)	215 Appendix A(6)	-	Applies to all contracts <i>greater than or equal to</i> \$100,000 .
	-	-	Appendix II(G)	Applies to all contracts <i>greater than or equal to</i> \$150,000 .





When **applicable**, contracts are **required** to include certain clauses as stated **below**:

CONTRACT CLAUSE	GRANT AWARDS OR PRESIDENTIAL DECLARATION <i>BEFORE 12/26/2014</i>		GRANT AWARDS OR PRESIDENTIAL DECLARATION ON OR <i>AFTER 12/26/2014</i>	APPLICATION
	44 CFR	2 CFR	2 CFR 200	
Compliance with Regulations Pertaining to Patent Rights (Inventions) + Copyrights + Rights to Data	13.36(i)(8)(9)	215.36 Appendix A(5)	Appendix II(F)	The PA Program does not authorize any experimental, developmental or research work that would give rise to patents, inventions, copyrights or data. Therefore, there is NO REQUIREMENT for such clauses (OCC PA Field Manual page 94).
 Davis-Bacon Act	13.36(i)(5)	215 Appendix A(3)	Appendix II(D)	FEMA DOES NOT require compliance with this Act; therefore, no clauses are required. However, if the disaster is large enough Community Development Block Grant (CDBG) dollars may be granted by Congress to assist the State in recovery – it may include funding to repay State and local cost share. If this is the case, Davis-Bacon should be included in the contract. For specific guidance regarding CDBG, please contact the Office of Community Development (OCD).





Office of State Procurement (OSP)

Director:	Paula Tregre
Main Office Number:	(225) 342-8010
Help Desk Phone Number:	(225) 342-8010
Fax Number:	(225) 342-9756
Website:	www.Procurement.la.gov
Help Desk Email Address:	doa-osphelpdesk@la.gov

Purchasing

TWO TYPES OF EMERGENCIES

- **Usual Emergencies** (brought about during the normal course of business); and
- **Catastrophic Emergencies** (where the Governor declares a State of Emergency).

USUAL EMERGENCIES

These types of emergencies are to be handled in accordance with statutes, rules and regulations. State agencies follow *Louisiana Revised Statutes (La. R.S.)* 39:1598 (Emergency Procurement) and *Louisiana Administrative Code (LAC)* 34:V.1101-1111 (Emergency Procurement).

Conditions for Use – The Chief Procurement Officer may make, or authorize others to make, emergency procurements when there exists an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations.

Written Quotations – Every effort shall be made to obtain quotations from three (3) or more vendors when supplies, services, or major repairs are to be purchased on an emergency basis, except for standard equipment parts for which prices are established. Immediate purchasing shall be discouraged as much as is practicable. When supplies, services, or major repairs are urgently required, and time does not permit the obtaining of written quotations, the procurement officer may obtain quotations by telephone or otherwise, but such quotations shall be documented on the respective purchase requisitions. Any offer accepted shall be confirmed in writing.





Determination Required – The Chief Procurement Officer or their designee shall make a written determination of the basis of the emergency that includes the facts and circumstances leading to the conclusion that such procurement was necessary, as well as a written determination detailing the steps taken prior to selecting a particular contractor and the basis for the final selection. The written determination shall be included in the contract file either prior to contracting, or as soon thereafter as practicable.

Scope of Emergency Procurement – Emergency procurement shall be limited to only those supplies, services, or major repair items necessary to resolve the imminent threat (*i.e.*, don't purchase a year's supply of goods when the emergency only requires two (2) months of goods).

Record – A record of the emergency procurement shall be maintained that lists:

- Each contractor's name and phone number;
- The amount and type of each contract;
- A listing of the supplies, services, or major repairs procured under each contract; and
- The identification number of each contract file.

TWO TYPES OF EMERGENCIES

USUAL	CATASTROPHIC
Brought about during the normal course of business .	Where the Governor declares a State of Emergency.
Handled in accordance with the statutes and rules and regulations . State agencies follow La. R.S. 39:1598 and LAC 34:V.1101-1111.	May be handled differently only when the Governor declares a State of Emergency .
May make emergency procurements when there exists an imminent threat to the public health, welfare, safety, or public property under emergency conditions .	Purchases should be well documented to include quotes, receipts, invoices, purchase orders, and rental agreements. Will serve as a basis for settlement of claims and support the State's request for supplemental Federal assistance .
Should obtain three (3) or more quotes from vendors when supplies, services or major repairs are purchased on an emergency basis . Immediate purchasing is discouraged. If time does not permit obtaining written quotes, may obtain quotes by telephone but shall be documented on the respective purchase requisitions. Offers accepted shall be confirmed in writing.	
Limited to only those supplies, services, or major repair items necessary to resolve the imminent threat .	





State agency procurements that exceed an agency's delegated purchasing authority should obtain prior approval from the Office of State Procurement, or notify OSP as soon as practicable.

CATASTROPHIC EMERGENCIES

These kinds of emergencies may be handled differently only when the Governor declares a **State of Emergency** and issues an **Executive Order** outlining procedures to be followed. The following information should help you make decisions to satisfy your immediate needs. Keep in mind that, although strict compliance with the Procurement Code may be waived by the Governor, agencies have a responsibility to act in the best interest of the State.

Purchases made for such emergencies should be **well documented** to include quotes, receipts, invoices, purchase orders, rental agreements, etc., which will serve as a basis for settlement of claims and will support the State's request for supplemental Federal assistance.

*FEMA funding will only be authorized after an **Emergency** or **Major Disaster declaration** from the President of the United States.*





CONTRACT INFORMATION

- The **Office of State Procurement** has statewide contracts that should provide the best pricing and should be utilized before seeking other methods depending on requirements. The contracts have been identified in Louisiana’s Electronic Catalog (LA eCat) with the word “emergency” in the contract description field. These contracts can be found on the Office of State Procurement website in LA eCat at https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_ecatsearchlagov.cfm.

Additional information is available for each contract (by clicking the “**view notes**” button in LA eCat) that may include:

- » Contractor’s name and emergency **primary/alternate phone numbers/email addresses** (These emergency contact numbers provided are, in some cases, owner’s and/or employees’ personal cell and home phone numbers, which are to be used only during an emergency situation outside of normal business hours).
- » The contractor’s normal **hours of operation**.
- » Whether contractor can provide products and services outside of their normal hours of operation.
- » Information on **alternate shipping locations**, if they exist, to provide product if their facility is rendered inoperable.
- » Any **special requirements** by contractor.
- » **Contingency Contract Information** – These contracts have been created for just-in-time deliveries for some commodities that may be needed immediately after a Declaration of Emergency has been issued, and are identified on our contract list. Delivery should be quicker on the contingency contracts (usually 8 hours or less). If time permits, however, and your needs are known in advance, the regular State contracts will normally provide better pricing. Some of the contingency contracts have primary and secondary suppliers, or multiple suppliers, to satisfy anticipated quantity needs. Also, some contingency contracts may have additional fees associated with them, such as mobilization, de-mobilization, re-routing, etc.
- » Also, there are several **pre-order contracts** such as MRE’s, Bagged Ice, Water, and Sports Drinks. These can be used at any time, but the intent is that in anticipation of an emergency, agencies can pre-order to have the merchandise before the disaster (e.g. hurricane) reaches Louisiana. The delivery time is longer than the emergency contingency contracts, but the pricing is better.





- Many items have been added to existing contracts (e.g., hand sanitizers), and new contracts have been created for products to satisfy emergency needs.
- If none of the existing contracts fulfill your agency’s emergency needs, you should attempt to obtain telephone or fax bids depending on your capabilities at the time. Maintain files for each procurement (single or multiple items) and document your efforts.

Example: We obtained telephone quotes and/or fax bids from three bona fide providers for the emergency repair of the electrical wiring to the patient care facility. The providers contacted were: 1) Abel’s Electric Co.; 2) Bob’s Building, LLC; and 3) Circuits Plus, Inc. The quotes/bids were as follows:

- Abel’s Electric Co. - \$25,000
- Bob’s Building, LLC - \$26,500
- Circuits Plus, Inc. - \$29,000

Although Abel’s Electric Co. was the lowest responsive bidder, it was not selected, as it could not begin the repair for another two to three weeks. Accordingly, the contract was awarded to the next lowest responsive bidder, Bob’s Building, LLC, as Bob’s could begin the emergency repair work immediately.

This type of file documentation is important when applying for FEMA reimbursement. Additionally, if FEMA funds will be used, be sure to include an addendum to your contract that includes the FEMA-required contract clauses found at www.fema.gov.

Staff will be available at the **Office of State Procurement** to assist you with your emergency procurements. The phone number is **(225) 342-8010**.

- Procurement under FEMA funded grants mandates that State Applicants follow the same policies and procedures used for procurements for non-Federal funds **EXCEPT** the State Applicant will need to ensure that every contract includes the FEMA required clauses. See *Code of Federal Regulations 44 CFR 13.36(a); 2 CFR 200; and 2 CFR 200 Appendix II*.

CATERING PURCHASES

The **Office of State Procurement** has a **Louisiana Emergency Supplier Network List** to reference for emergency food supplier and catering needs. These are only references, and your agency must follow any and all orders issued by the **Governor’s Office**. The list of suppliers includes their company name, address, business phone and fax numbers, and their emergency contact names and numbers.





NOTE: These emergency contact numbers are owner’s/employee’s personal cell and home phone numbers, which are to be used **ONLY** during an emergency situation, outside of normal business hours.

The link to Catering is <http://www.doa.la.gov/osp/emergency/catering.pdf> or call **(225) 342-8010** for more information.

The list also includes **vendor’s servicing capabilities**, areas of service and a brief menu/type of foods that are available.

PUBLIC BID LAW

State applicants **must follow** Louisiana Revised Statutes, Title 39 (Louisiana Procurement Code) for **purchase of materials** and **supplies**. All contracts for Public Works are governed by the Louisiana Public Bid Law (Title 38).

- **Public work** (as defined by La. R.S. 38:2211 (A) (12)) includes any contract for the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity. The Office of Facility Planning and Control (FPC) shall publish the new contract limit for public works contracts in the Louisiana Register in January of each year.
- The law becomes applicable when the total cost of a project (including labor and materials) **exceeds \$154,450**. [Source: La. R.S. 38:2212(A) (1) (a)]
- Use of the **Uniform Bid Form** is mandatory. [Source: La. R.S. 38:2212(B) (2)]
- Jobs valued at less than **\$154,450** may be done using regular employees.
- **Volunteer citizen labor** used for the construction of a project which is funded by the Louisiana Community Development Block Grant (CDBG), Louisiana Small Town Environment Program shall not be subject to the requirements of this Section. However, the value of the donated volunteer service shall not be used as a component of any bid if the public work has to be bid or to determine which is the lowest responsible and responsive bid. [Source: La. R.S. 38:2212(W) (2)]

All advertisements for contracts for public works exceeding the contract limit for public works contracts (currently **\$154,450**), and all purchases of materials and supplies exceeding **\$30,000** unless an exception applies, must be advertised. For public works the advertisement shall be published once a week for three (3) different weeks in a newspaper in the locality where the work is to be done. Per La. R.S. 38:2212(G), the first advertisement shall appear at least **25 days** before the opening of bids and not occur on a Saturday, Sunday or other legal holiday. For purchases of materials and supplies, the advertisement must be published twice, beginning at least **15 days** before bids are to be received. [Source: La. R.S. 2212(G) (1)]





Public works that are estimated to cost less than the contract limit may be undertaken by the public entity with its own employees. Those contracts let by any public entity for public works estimated to cost more than the contract limit shall be advertised and let by contract to the lowest responsible and responsive bidder.

CONTRACT SUPPLIER INFORMATION

Contract suppliers may be in area(s) impacted by a disaster. When this happens, the Office of State Procurement will attempt to contact each contractor for alternate suppliers, distributors, telephone numbers, contact names, and relevant information.

STEPS TO TAKE PRIOR TO AN EMERGENCY

- 1** **Pre-order** supplies, medicines, materials, batteries, generators and equipment believed to be needed to sustain your program of operation.
- 2** Have **back-up paper documents** for use during and after disasters when mainframe systems are unavailable (*i.e.*, requisitions, solicitations, purchase orders and tabulations).
- 3** Maintain **lists of procurement personnel** with emergency contact information, and distribute to appropriate personnel.

PROCUREMENT SUPPORT TEAM (PST)

Procedures for Emergency Procurements Requiring PST Review:

When an emergency is declared, Information Technology contracts in an amount of **\$100,000** or greater for the procurement of information technology hardware, hardware maintenance, software, and software maintenance will still require the review and approval of the PST. If there is no time for a formal meeting, members shall communicate by phone, email or other means available and make recommendations and comments. Such recommendations and comments shall be confirmed in writing as early as possible. PST members participating in emergency procurement shall participate in a follow-up meeting, at which time a written evaluation of the process will be prepared.





Professional, Personal, Consulting and Social Services (PPCS) Contracts

The Office of State Procurement is authorized by law to set policy governing the procurement, management, control, and disposition of professional, personal, consulting and social services contracts entered into by State agencies.

Assistant Director:	Pamela Bartfay Rice, Esq.
Office Number:	(225) 342-4700
Mainline:	(225) 342-8010
Office Fax Number:	(225) 342-8369
Help Desk Email Address:	doa-pchelpdesk@la.gov
Website:	http://www.Procurement.la.gov

Emergency conditions may be present when there exists an imminent threat to the public health, welfare, safety, or public property.

Usual Emergencies which are brought about during the normal course of business are to be handled in accordance with LAC 34:V. Subchapter B.

Determination Required – In accordance with LAC 34:V. Subchapter B, an emergency situation must be determined in writing by the State Chief Procurement Officer. The agency requesting an emergency procurement of services must indicate in writing the basis of the emergency. The State Chief Procurement Officer at OSP must determine the contract’s necessity, in order to waive the requirement to conduct a Request for Proposal for consulting services contracts with a per contract value of **\$50,000** or greater, per 12-month period, or social services contracts with a value of **\$250,000** or greater, per 12-month period.

Scope of Emergency Procurement – Emergency procurements of services which would otherwise require award via competitive negotiation using a Request for Proposals (RFP) method of source selection shall be limited to only those services necessary to meet the emergency and/ or to allow the agency time to prepare an RFP to solicit proposals for continuing services beyond the immediate emergency. Where practical, every effort should be made to obtain competitive proposals by whatever means available to ensure the most advantageous contract at fair and reasonable cost.





Submittal of Contracts – Agencies should submit the emergency contract and any required supporting documentation to the PPCS Contracts Section for approval as soon as possible, including copies of any records of soliciting proposals. While emergency conditions may require the agency to authorize the contractor to begin work prior to PPCS Contracts approval of the contract, agencies should not make payment under any such contracts until the contract has been approved by PPCS Contracts Section.

Catastrophic Emergencies, where the Governor has declared a State of Emergency, or is likely to declare a State of Emergency in the immediate future, may be handled differently. State agencies are to follow any Executive Order regarding Procurement issued by the Governor. However, immediately before, during, and immediately after any such catastrophic event and prior to the issuance of the Governor’s Executive Order on Procurement, the emergency declaration by the Governor shall serve as the justification for the determination required by PPCS Contracts rules. State agencies are to take whatever steps are necessary to secure needed services to protect the State’s interest. State agencies should at all times be good stewards of the taxpayers’ money and negotiate contracts at the most fair and reasonable cost to the State, seeking competitive proposals, wherever practical.

Reporting of Contract Information – It is the contracting agencies’ responsibility to notify prime contractors of the reporting requirements under La. R.S. 39:1568 for any such emergency contracts awarded without competition pursuant to an Executive Order issued under authority granted under Louisiana Homeland Security and Emergency Assistance and Disaster Act.

Format for Providing Required Information – Information required by La. R.S. 39:1568 (B) (1) should be sent to doa-pchelpdesk@la.gov or mailed to:

Mailing address:

Office of State Procurement
P.O. Box 94095
Baton Rouge, LA 70804-9095

Physical address:

Office of State Procurement
1201 North Third Street
Claiborne Building, Suite 2-160
Baton Rouge, LA 70804

NOTE: Use OSP’s physical address when mailing via FedEx or UPS.

All such information must be clearly identified by the contractors as **required information** pursuant to La. R.S. 39:1568.

Contracts – Office of State Procurement has sample contracts which can be used in the event of an emergency. These sample contracts can be found on OSP’s website by clicking on this link: <https://www.doa.la.gov/pages/osp/PC/Formsformats.aspx>.





Record – Procurement of any professional, personal, consulting or social services under a catastrophic emergency should be well-documented, especially any attempts to solicit proposals, the methods used to determine fair and reasonable compensation, etc.

It is the agencies' responsibility to familiarize themselves with Federal requirements, including, but not limited to, FEMA requirements, in order to support the State's request for supplemental Federal assistance. **Detailed records** must be maintained for **future audit purposes** by State and/or Federal auditors.

State Travel and Purchase Card

Director:	Tammy Toups
Main Office Number:	(225) 342-6322
Office Fax Number:	(225) 342-5019
Website:	http://www.doa.la.gov/pages/osp/travel/index.aspx

P-CARD PURCHASES

The **LaCarte Purchasing Card** (P-Card) can add value to purchased goods/supplies during emergency conditions. Each cardholder is to be trained to know their agency's card limits and what purchases are authorized for payment using their P-Card account. However, under **extreme situations**, when larger limits and controls are needed to meet emergency circumstances, an employee should **seek approval** from their agency's **Purchasing Card Administrator** to remove **Merchant Category Codes** and raise dollar limits to **expedite purchases**. Once the emergency situation has ended, all card limits are to be reset to their original controls.

Remember that all purchases, whether using the P-Card for payment or not, shall **follow** the **purchasing rules** and **regulations** as declared during an emergency declaration.

Higher purchasing delegations may be granted by the Travel Section, and will be granted on a case by case basis.





TRAVEL AGENCY AND VEHICLE RENTAL SERVICES

The **Travel Section** has emergency contact numbers for vehicle rentals, as well as a resource list indicating additional vendors. Also included is the emergency contact number(s) for the contracted travel agency. The link to Vehicle Rental is <http://www.doa.la.gov/pages/osp/travel/groundtrans.aspx> and the link to Travel Agency is <http://www.doa.la.gov/pages/osp/travel/travelagency.aspx> or call **(225) 342-6322** for more information.

HOTEL AND LODGING ACCOMMODATIONS

The Office of State Procurement, Travel Section has a contract with **HotelPlanner** for routine travel which may be used in an emergency situation. The link below includes both emergency contact information along with HotelPlanners' link to their portal <http://www.doa.la.gov/pages/osp/travel/hotels.aspx> or call **(225) 342-6322** for more information.





Office of Technology Services (OTS)

Chief Information Officer (CIO):	Richard "Dickie" Howze
Main Office Number:	(225) 342-7105
Office Fax Number:	(225) 219-4994
Website:	http://www.doa.la.gov/pages/ots/index.aspx

The **Chief Information Officer** oversees the **operation** of **information technology** and **information resources** and provides for additional duties and responsibility for establishing and coordinating all information technology systems and services across the executive branch of State government. It also acts as the sole centralized customer for the acquisition, billing, and record keeping of information technology systems or services provided to State agencies; reviews, coordinates, approves, or disapproves requests by State agencies for information technology procurement; and provides for the establishment of master purchasing contracts for equipment provided by individual manufacturers.

Network Services (formerly OTM)

Network Services is responsible for establishing and coordinating all **telecommunications systems** and **telecommunications services** affecting the management and operations of the executive branch of State government and acts as the **sole centralized customer** for the acquisition, billing, and record keeping of all telecommunications systems or telecommunications services provided to State agencies.

Director:	Catherine Shain / Jolene Ardoin
Main Office Number:	(225) 342-7701
Office Fax Number:	(225) 342-6867
Website:	http://www.doa.la.gov/pages/ots/telecommunications/index.aspx





Production Support Services

Production Support Services is comprised of two agencies, the **Office of State Printing** and the **Office of State Mail Operations**.

State Printing is a full service print shop, offering design assistance, composition, bindery services, and the production of all types of products needed by agency customers. Examples of printed products offered include one color ink flat forms, full color booklets, pamphlets, brochures, variable imaged/addressed mail pieces, letterhead, and envelopes. Other kinds of printed products are available, as are document binding, hole-punching, print-to-mail, and printing consulting services.

OFFICE OF STATE PRINTING

<p>Mailing: State Printing Office P. O. Box 94095 Baton Rouge, LA 70804-9095</p> <p>Phone: (225) 219-9570 (Diane McMahon)</p> <p>Email: diane.mcmahon@la.gov</p> <p>Website: http://www.doa.la.gov/pages/ospfm/index.aspx</p>	<p>Physical: 627 North 4th Street Iberville Bldg; 7th Floor Baton Rouge, LA 70802</p> <p>Fax: (225) 219-9573</p>
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The **Office of State Mail Operations** offers messenger, mail processing, and presort/barcoding services. Its staff of messengers pickup and deliver State agencies', boards', and commissions' interagency and postal mail from various post office facilities located throughout the Baton Rouge metropolitan area.

OFFICE OF STATE MAIL OPERATIONS

<p>Mailing: State Printing Office P. O. Box 94095 Baton Rouge, LA 70804-9095</p> <p>Phone: (225) 342-2672 (Paul Ramirez)</p> <p>Email: paul.ramirez@la.gov</p> <p>Website: http://www.doa.la.gov/pages/osmo/index.aspx</p>	<p>Physical: 627 North 4th Street Room B-147 Baton Rouge, LA 70802</p> <p>Fax: (225) 219-6085</p>
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Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

Director:	James Waskom
GOHSEP Main Office Number:	(225) 925-7500
Website:	www.gohsep.la.gov
GOHSEP Legal:	gohseplegal@la.gov
Appeal Email:	gohsepappeal@la.gov

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is the State Agency with the **statutory responsibility** for homeland security and emergency preparedness of the State. GOHSEP coordinates with other State and local agencies, the Federal Emergency Management Agency (FEMA) and other Federal Agencies for **disaster response** and **recovery**.

GOHSEP also has the responsibility of managing FEMA's Disaster Recovery Grant Programs, including the Public Assistance (PA), Hazard Mitigation Grant Program (HMGP) in addition to non-disaster grants, such as funding for Pre-disaster Mitigation Assistance (PDM) and Flood Mitigation Assistance (FMA) and Preparedness grants.

The PA program provides **supplemental Federal assistance** to States and local communities to return an area impacted by disasters to its pre-disaster conditions and function. PA supports initiatives that protect against immediate threats to life, public safety and improved property; the removal of disaster-related debris and the restoration – through repair or replacement – of disaster-damaged structures and facilities.

The HMGP is intended to strengthen facilities and communities, making them less vulnerable to future disaster impacts.

PDM funding is focused on eligible activities that assist the State in reducing the risk to population and structures in future hazard events.

FMA funding is focused on eligible activities that reduce or eliminate flood insurance claims.

The priority of Preparedness Grants is to support the achievement of the National Preparedness System in meeting the National Preparedness Goal.





Office of General Services (OGS)

Louisiana Property Assistance Agency (LPAA)

LPAA manages the State's inventory of **surplus assets**. Examples of surplus property that may be immediately available in the Baton Rouge warehouse include but is not limited to: telephones, fax machines, copy machines, laptop and desktop computers, monitors, keyboards and related kinds of computer peripheral accessories, desks, chairs, credenzas, file cabinets, student desks, student lockers, hospital beds, wheel chairs, food carts, stainless steel trays, medical diagnostic equipment, cots, food preparation and related kitchen equipment, saws, drill presses, welding equipment, carpentry power tools, mechanic tools, automotive testing equipment, trucks, cars, 4-wheelers, heavy equipment, material handling equipment, tractors, and farm implements.

Mailing: P. O. Box 94095
Baton Rouge, LA 70804-9095
Phone: (225) 342-6856 (James L. Young, Jr.)
Email: james.young@la.gov

Physical: 1059 Brickyard Lane
Baton Rouge, LA 70802
Fax: (225) 219-7703
Website: <https://www.doa.la.gov/Pages/lpaa/Index.aspx>

Louisiana Federal Property Assistance Agency (LFPAA)

LFPAA manages the **distribution** of Federal **surplus property** to governmental agencies in Louisiana. Examples of surplus property that may be immediately available in the Baton Rouge warehouse include but is not limited to: cots, blankets, furniture, personal care kits, tents, beds, light units, fans, appliances, sleeping bags, lockers, cabinets, generators, heavy equipment, forklifts, pumps, lawn equipment, air shop equipment, hand tools, electric tools, compressors, trailers, construction equipment, winches, cable, vehicles, boats, motors, body bags, weapons and other law enforcement equipment and supplies, camo clothes, boots and shoes, and firefighting equipment.

Mailing: P. O. Box 94095
Baton Rouge, LA 70804-9095
Phone: (225) 342-7860 (Jim Desormeaux)
Fax: (225) 342-7863
Website: <https://www.doa.la.gov/Pages/lfpaa/Index.aspx>

Physical: 1635 Foss Drive
Baton Rouge, LA 70802
Fax: (225) 219-7703
Email: James.Desormeaux@la.gov





Office of Risk Management (ORM)

CLAIMS

As of August 1, 2015, all Office of Risk Management (ORM) claims are handled by the contracted Third Party Administrator, **Sedgwick Claims Management Services**. To report a claim, please go to <http://www.laorm.com/index.html> for assistance.

For contact persons (by unit) at ORM, please go to this website: <https://www.doa.la.gov/Pages/orm/CONTACT.aspx>

The following actions should be taken by agencies when responding to an insured loss:

- 1** The Office of State Procurement has contracted for statewide emergency remediation services to provide temporary repairs necessary to prevent additional damage from occurring after a loss. The use of these designated contractors are mandatory. Please refer to the following website for detailed information: <https://www.doa.la.gov/orm/PDF/IIN%202017-2.pdf>.
- 2** Upon review of the loss details, ORM/Sedgwick will determine if a covered loss has occurred.
- 3** Once an initial scope of repairs has been determined by ORM/Sedgwick, no additional repairs will be considered without prior communication and approval from the ORM claims staff.
- 4** Upon completion of repairs, forward the invoice along with your directive as to who is to be paid along with a W-9 for the designated payee. In most instances, there is a **\$1,000.00** deductible that will be applied to a covered loss.

Insurance proceeds will be deducted from any FEMA funding for repairs. Be sure to contact ORM in order to verify the amount that FEMA deducts from your funding.





FORCE MAJEURE

When **bidding** for **rental equipment** prior to an emergency, where State contracts do not already exist, consider adding a [force majeure clause](#) to your insurance requirements to protect your agency. **The information below is what you should include:**

“Force Majeure” shall mean any event or circumstance beyond the reasonable control of and without the fault or negligence of the Party claiming Force Majeure that would prohibit either Party from carrying out its respective obligations under the Contracts, such as, but not limited to: war (declared or undeclared); sabotage; riot; insurrection; civil unrest or disturbance; military or guerilla action; acts of terrorism; economic sanction or embargo; civil strike not affecting any of the Parties; explosion; fire; earthquake; action of the elements; hurricanes; flood; lightning; wind; drought; peril of the sea; change of law or regulation or binding order of any Federal governmental authority; or other causes beyond the reasonable control of a Party except the inability to pay a sum of money when due.

INSURANCE REQUIREMENTS

Language can be found at the following link: <http://doa.louisiana.gov/orm/pdf/uwcontr.pdf>. See **Exhibits A** and **B** of the **Procedures Manual** for Insurance Requirements in Contracts and Indemnification Agreements for the most standard insurance requirements.





Emergency Contacts

Division of Administration (DOA)

MAIN OFFICE OF STATE PROCUREMENT PURCHASING

Main Office Number:	(225) 342-8010
Help Desk Number:	(225) 342-8010
Fax Number:	(225) 342-9756
Website:	https://www.Procurement.la.gov
Help Desk Email Address:	DOA-OSPhelpdesk@la.gov

PROFESSIONAL, PERSONAL, CONSULTING AND SOCIAL SERVICES CONTRACTS

Main Office Number:	(225) 342-8010
Help Desk Number:	(225) 342-8010
Fax Number:	(225) 342-9756
Website:	https://www.Procurement.la.gov
Help Desk Email Address:	DOA-PChelpdesk@la.gov

STATE TRAVEL AND PURCHASE CARD

Main Office Number:	(225) 342-6322
Fax Number:	(225) 342-5019
Website:	http://www.doa.la.gov/pages/osp/travel/index.aspx

OFFICE OF TECHNOLOGY SERVICES (OTS)

Main Office Number:	(225) 342-7105
Fax Number:	(225) 219-4994
Website:	http://www.doa.la.gov/pages/ots/index.aspx

NETWORK SERVICES (FORMERLY OTM)

Main Office Number:	(225) 342-7701
Fax Number:	(225) 342-6867
Website:	http://www.doa.la.gov/pages/ots/telecommunications/index.aspx





OFFICE OF STATE PRINTING

Main Office Number:	(225) 342-7391
Fax Number:	(225) 219-9573
Website:	https://www.doa.la.gov/Pages/ospfm/Index.aspx

OFFICE OF STATE MAIL OPERATIONS

Main Office Number:	(225) 342-7391
Fax Number:	(225) 219-9573
Website:	http://www.doa.la.gov/pages/osmo/index.aspx

OFFICE OF GENERAL SERVICES (OGS)

LOUISIANA PROPERTY ASSISTANCE AGENCY (LPAA)

Main Office Number:	(225) 342-6890
Help Desk Number:	(225) 219-7703
Fax Number:	(225) 342-9756
Help Desk Email Address:	https://www.doa.la.gov/Pages/lpaa/Index.aspx

LOUISIANA FEDERAL PROPERTY ASSISTANCE AGENCY (LFPAA)

Main Office Number:	(225) 342-7860
Fax Number:	(225) 342-7863
Website:	https://www.doa.la.gov/Pages/lfpaa/Index.aspx

OFFICE OF FACILITY PLANNING AND CONTROL (OFPC)

Main Office Number:	(225) 342-0820
Fax Number:	(225) 342-7624
Website:	http://www.doa.la.gov/pages/ofpc/index.aspx

OFFICE OF RISK MANAGEMENT (ORM) CLAIMS:

Website:	http://www.doa.la.gov/pages/orm/index.aspx
ORM Contact Persons By Unit Website:	http://www.doa.la.gov/pages/orm/CONTACT.aspx





GOVERNOR’S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP)

Main Office Number:	(225) 925-7500
Fax Number:	(225) 925-7501
Website:	http://www.gohsep.la.gov

U.S. DEPARTMENT OF HOMELAND SECURITY

Main Office Number:	(202) 282-8000
Comment Line:	(202) 282-8495
Website:	https://www.dhs.gov/

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Main Phone Number:	1 (800) 621-FEMA (1-800-621-3362)
Website:	https://www.fema.gov/procurement-disaster-assistance-team

LOUISIANA LEGISLATIVE AUDITOR DISASTER GUIDE

Website:	https://www.la.gov/audit-resources/audit-tools
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LOUISIANA STATE POLICE INFORMATION

Phone Number:	(225) 925-6006
Website for LSP	www.lsp.org
Emergencies:	http://www.lsp.org/emergency.html

AMERICAN RED CROSS (BATON ROUGE AREA)

Phone Number:	(225) 291-4533
Fax Number:	(225) 292-4692
Local Website:	http://www.redcross.org/la/baton-rouge
National Website:	http://www.redcross.org

USDA FOOD & NUTRITION SERVICE FOOD DISTRIBUTION PROGRAMS

Phone Number:	(225) 922-1319
Fax Number:	(225) 237-5819
Email:	mwilliams@ldaf.state.la.us
Website:	http://www.fns.usda.gov/fd-disaster/food-distribution-disaster-assistance





Louisiana Legislative Auditor Disaster Guide

The Louisiana Legislative Auditor’s website contains helpful disaster information that may be of interest to you: <https://www.la.gov/audit-resources/audit-tools>. This site includes information relating to **FEMA requirements** for contracts and reimbursements, as well as **Public Assistance** information.

PRICE GOUGING

Prohibited during a State of Emergency. Penalties will be imposed in accordance with Louisiana laws.

You can report price gouging at: www.ag.state.la.us/ConsumerDisputes







**FOR MORE INFORMATION OR HELP WITH YOUR PROCUREMENT NEEDS,
VISIT [HTTPS://WWW.FEMA.GOV/PROCUREMENT-DISASTER-ASSISTANCE-TEAM](https://www.fema.gov/procurement-disaster-assistance-team)
OR CONTACT YOUR ORGANIZATION'S PURCHASING OFFICER
OR GOHSEP AT GOHSEPLEGAL@LA.GOV**

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